



Code: 0394

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: General Administrative

CLASS TITLE: ADMINISTRATIVE MANAGER

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs administrative, fiscal and procurement functions in a police district or City department, and performs related duties as required

ESSENTIAL DUTIES

- Manages staff engaged in various administrative and clerical support activities including purchasing, timekeeping and payroll, personnel processing, record keeping, facilities maintenance, voucher processing and accounts payable functions
- Develops and implements administrative work procedures to ensure the efficiency of support functions and office operations
- Prepares budgets and oversees the maintenance of accounting and financial records and prepares various fiscal reports to account for corporate and non-corporate fund expenditures
- Coordinates the preparation of contract specifications and documents for the purchase of equipment, professional services and other goods and supplies
- Coordinates with vendors, consultants and City personnel to facilitate the implementation of new information systems and acquisition of new computer equipment
- Oversees the preparation of operation and special program budgets
- Coordinates work efforts with the Department of Finance on accounts payable functions, authorizing payment to vendors for goods and services received
- Advises management on budgetary requirements and personnel rules, policies and procedures
- Administers personnel programs at the district or departmental level including employment hiring and processing, progressive discipline, and employee relations functions
- Ensures proper maintenance of facilities including provision of needed custodial services and maintenance and storage of records
- Establishes work standards and evaluates staff performance
- Prepares reports on productivity/performance, operating and personnel costs and administrative work operations for management review
- Prepares grant applications for federal and state funding of programs, as required
- Participates on projects to streamline administrative and programmatic procedures in order to create cost efficiencies

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a directly related field, plus five years of budgetary, personnel or office administration experience of which two years are in a supervisory role related to the responsibilities of this position, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *financial and accounting principles and practices

Moderate knowledge of:

- *human resource administration principles and practices
- *business administration principles and practices
- *supervisory methods, practices, and procedures

Some knowledge of:

- *applicable federal, state and local laws, regulations, and guidelines
- *report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF FINANCIAL RESOURCES – Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2012